

WHAT IS CLAIMED IS:

1. A method for enhancing the performance of a marginal employee comprising the steps of:
 - (a) an employer identifying a marginal employee;
 - (b) the employer determining whether the employee lacks
5 motivation or lacks an ability to meet one or more job requirements;
 - (c) the employer identifying further training that would give the marginal employee the ability to meet the one or more job requirements;
 - (d) the employer defining at least one goal for enhanced performance of the marginal employee;
 - 10 (e) the employer defining a time period within which the marginal employee should achieve the at least one goal for enhanced performance;
 - (f) the marginal employee making a record of the marginal employee's understanding of the one or more job requirements;
 - (g) the employer discussing with the marginal employee the one or
15 more job requirements and the marginal employee's understanding of the one or more job requirements;
 - (h) the employer communicating to the marginal employee the at least one goal for enhanced performance and the time period within which the marginal employee should achieve the at least one goal for enhanced
20 performance;
 - (i) the employer communicating to the marginal employee one or more possible outcomes;
 - (j) the employer obtaining from the marginal employee an acknowledgement of the at least goal for enhanced performance and the time
25 period within which the marginal employee should achieve the at least one goal for enhanced performance;

(k) the employer making available the further training that would give the marginal employee the ability to meet the one or more job requirements;

(l) the employer monitoring the marginal employee's performance
5 over the time period;

(m) the employer determining whether the at least one goal for enhanced performance was achieved during the time period;

(n) the employer determining whether an extension of the time period for the employee to achieve the at least one goal for enhanced
10 performance is appropriate; and

(o) the employer determining an appropriate outcome for the marginal employee.

2. The method according to claim 1 wherein the step of determining whether an extension of the time period for the employee to achieve the at least
15 one goal for enhanced performance is appropriate comprises the sub-steps of:

(a) the employer considering the marginal employee's effort on a numerical scale;

(b) the employer considering the marginal employee's proximity to meeting the at least one goal for enhanced performance;

(c) the employer considering the marginal employee's steadiness of improvement in performance;

(d) the employer considering the marginal employee's ability to meet the one or more job requirements;

(e) the employer considering the marginal employee's willingness
25 to meet the one or more job requirements;

(f) the employer determining whether an appropriate time period for an extension exists;

(g) the employer determining whether at least one extended goal for enhanced performance exists;

(h) the employer determining whether the at least one extended goal for enhanced performance and the extension of the time period for achieving the at least one goal for enhanced performance have been documented;

(i) the employer determining whether the at least one extended goal for enhanced performance and the extension of the time period for achieving the at least one goal for enhanced performance have been discussed with the marginal employee;

(j) the employer determining whether the extension would be consistent with the employer's treatment of other marginal employees;

(k) the employer determining whether any additional training is recommended for the marginal employee;

(l) the employer determining whether the additional recommended training is available;

(m) the employer determining whether the marginal employee is willing to participate in the extension of the time period for the marginal employee to achieve the extended at least one goal for enhanced performance;

(n) the employer determining whether the marginal employee has agreed to the extended at least one goal for enhanced performance and the extension of the time period for achieving the at least one goal for enhanced performance;

(o) the employer determining whether any costs of the extension of the time period and the additional training are feasible;

(p) the employer determining whether an advantage to the extension of the time period exists; and

(q) the employer determining whether there was a defect in the at least one goal for the enhanced performance of the marginal employee, the time period for achieving the at least one goal or the training provided.

3. The method according to claim 1 wherein the possible outcomes comprise a termination, a reassignment and a retention.
4. The method according to claim 1 further comprising the step of documenting each step of the method.